Student Governance Body

Introduction

Student Governance Body (SGB) is a student body of institute that enhances the student experience and fostering a vibrant, inclusive, and supportive campus environment. It acts as the representative body of the student community to bring forth duly the requirements of the student to the authorities. It also provides a platform for the students to tone up their leadership and communication skills. It shall organize activities for the overall development and academic excellence of students.

This constitution aims at providing the students opportunities for overall personality development, with emphasis on leadership qualities and the spirit of service based on the spirit ofmutual co-operation among the various sections of the campus community in the National Institute of Technology Calicut is proposed in the pages to follow, including the bye-laws of the various Councils, responsibilities and functions of the representatives and the framework for the election of candidates to the Council.

INDEX

Introduction

Preamble

Structure of the Student Body

Interaction of the Student Governance Body with the Executive Council and the Administration

Chapter I
Structure of the Constitution

Chapter II
Student Representative Set-up

Chapter III
The Student Governance Body

Chapter IV
The Executive Council (EC)

Chapter V
Elections, Impeachment and Referendum

Chapter VI
Amendments to the Constitution

PREAMBLE

For the purpose of

Providing the students opportunities for overall personality development, based on equality of status and sound moral judgement;

Developing all round extra - curricular activities to supplement education with emphasis on leadership qualities and the spirit of service;

and

based on the spirit of mutual co-operation among the various sections of the campus community;

We, the students of National Institute of Technology Calicut resolve to constitute a democratic organization called Student Governance Body and do here by adopt this Constitution.

CHAPTER I

The structure of this Constitution has been expressed in the formation of **Executive Council (EC),** and **Student Governance Body (SGB)**. The nature of their interaction with each other and with the **General Student Body (GSB)** is defined below.

All registered students of the Institute shall be members of the **GSB** and shall constitute its general body.

The **Director** of the Institute shall be the **Patron** of the GSB.

The **EC** will be headed by the **Dean Student Welfare (DSW)**, who will be the **Rector** of **SGB**. The **SGB** will be governed by the **EC**. It will be managed by the students under the guidance of **EC** members.

The **SGB** shall function as a student body that executes the student activities. The SGB can also proposes the policies based on the demands and aspirations of the **GSB.**

The **EC** can put forth suggestions to, and advise the **SGB** as and when it deems necessary.

The functional manifestation of the spirit of the Constitution depends mainly on the integrity and the wisdom of the **SGB** Councilors and the Executives.

The various sections of the campus community shall, together, strive towards building an atmosphere imbued with warmth and the spirit of objective analysis, to attain the culture of a truly educated community.

CHAPTER II
STUDENT REPRESENTATIVE SET-UP

1. The Student council named as "**Student Governance Body**" shall be the apex policy making representative body.

2. A. The members of the SGB will be elected from and by specific constituencies of the GSB. (Ref: Chap III, 2 A)

B. Two Faculty members nominated by the DSW shall be included in the SGB. The Faculty members shall guide the SGB in framing its policies, guidelines and resolutions, without participating in its voting.

3. The EC shall consist of DSW, Associate DSW, 4 faculty coordinators (2 for technical/curricular activities and 2 for co-curricular and extra-curricular activities) nominated by DSW and the elected student members. The in charge of NCC, NSS and sports and the coordinating faculty of SGB will be ex-officio members of the Executive council.

4. The EC will meet at least twice in each semester, at the beginning and ending of each semester to plan and discuss about the activities. It will review and recommend the annual budget and approve the activities/ expenditure of all the executive wings.

5. A. The student EC shall consist of**:**

General Secretary **(GS)**
UG Academic Activities Secretary **(UGAS)**
PG Academic Activities Secretary **(PGAS)**
The Finance Secretary **(FS)**
Research Activities Secretary **(RAS)**
Hostel Activities Secretary **(HAS)**
Sports Activities Secretary **(SAS)**
Cultural Activities Secretary **(CAS)**
Science & Technology Activities Secretary **(TAS)**

B. The above student members of EC shall be elected directly by the Student Body on a **one- man one-vote** basis.

6. A. All the Student Executives shall be individually, jointly and severally accountable to the SGB for the implementation of the policies in their respective domains.

C. The SGB Councilors shall actively help the Student Executives in discharging their duties.

7. The SGB shall form sub-committees on an ad-hoc basis to look into specific issues.

8. The SGB shall nominate an Emergency Council (**ECL**) to consider urgent issues during the vacations.

9. Campus Publications

A. The Campus Publications shall strive to act as a forum for exchange of ideas on science and technology, national integration and social justice etc.

B. The Campus Publications shall focus on the matters related to the GSB only.

10. The Speaker, all student members of the EC as well as the Hostel represntatives have to present individual written reports covering their respective activities during each semester.

11. General Guideline to SGB

The SGB shall make recommendations to the Dean Students Welfare for resolving any issues arising out of the implementation of any of the provisions of this Constitution. These recommendations shall be made through the GSB. The DSW decision is final.

CHAPTER III

STUDENT GOVERNANCE BODY

1. Scope and Responsibilities

A. The members of the SGB shall be in continuous touch with the GSB. They shall apprise the GSB of issues of general or particular interest and shall implement the most representative view of the GSB in arriving at the policies, decisions and guidelines of the SGB.

B. The SGB shall form ad-hoc sub-committees to look into specific issues concerning the students.

C. The SGB shall recommend students to the Senate Standing Committee as and when required.

2. Composition of the SGB

A. Constituency Number from each constituency

a. Hostel

(i) Hostel Representative - One each from a Hostel – 11

b. B. Tech Councilor

(i) One Branch Councilor from each branch /year – 40

c. B. Arch Councilor

(i) One Councilor from each year – 5

d. M.Tech. Councilor

(i) One Councilor from each Department – 7+7

e. M.Plan.

(i) One Councilor from each Department – 1+1

f. M.Sc.

One Councilor from each department – 1+1+1

g. M.B.A

One Councilor from each year – 1+1

h. PhD

(i) One Councilor from the department 13

Total number of SGB Councilors 90

Note: When a new course is introduced additional councilors shall be included.

B. One Staff advisor (Ref: Chap II, 2B)

Note: A member of the EC cannot be a member of the SGB.

3. Interaction with the EC

A. The SGB will be governed by the EC.

B. The SGB shall propose the policies for the EC.

C. All student members of the EC shall attend the SGB meetings.

D. The student members of EC shall be free to put forth suggestions in the making of SGB policies.

E. Every student member of the EC shall review his or her manifesto and activities twice a year at the SGB meetings that will be held for this purpose, in November and in March. The student EC members shall beanswerable to the GSB, and the opinion of the GSB shall be reflected in the decisions.

4. Office Bearers of the SGB

A. Speaker

a) The Speaker shall be the Presiding Officer on the floor of the SGB and he or she shall be from the SGB members and elected by the Councilors of the SGB. He or she cannot hold any elected post outside the SGB.

b) **Duties:**

1. The Speaker shall convene and conduct the meetings of the SGB.
2. The Speaker shall normally prepare the agenda for every SGB meeting and shall inform the members, the EC and the GSB at least 8 hours in advance, except for Special Meetings **(SM)** (Ref: Article 5 J of this chapter) or Emergency Meetings **(EM)** (Ref: Articles5 Q, R,S of this chapter).
3. The Speaker shall prepare and be responsible for communicating the approved minutes of each Regular SGB Meeting **(RM)** to the GSB within four days after approval. The minutes of a Special Meeting shall be put forward to the GSB within the next three days.
4. The Speaker shall send the minutes of Regular Meetings to all Councilors within three days of the meetings and if, within four days of the despatch, no objection is received, the minutes shall be treated as approved
5. The Speaker shall be responsible for the maintenance of the following documents and for keeping them up to date:
    - The minutes of the SGB sessions held in the immediate past five years.
    - The reports of all committees, sub-committees, Institute and Editorial Boards and executivessubmitted in the past five years.
    - All correspondence from any individual or group of individuals of the GSB for the past fiveyears.
    - A copy of the Constitution and amendments.

6. The Speaker shall be responsible for the production of the above documents when demanded by any of the following:

    - Councilors of the SGB within 72 hours
    - The Faculty members of SGB within 24 hours

- Members of the EC within 48 hours
- Campus Press within 72 hours
- The representatives of at least 50 signatories of the GSB within 4 days
- Any other person or body authorized by SGB within 5 days.

7. The Speaker shall keep a check on the membership of the Councilors and the Executives tothe various committees, sub-committees, boards, etc.
8. The Speaker shall have a copy of the Constitution and its amendments during every SGBmeeting and Emergency Council meeting.
9. The Speaker shall call for, compile and release to the GSB reports from:
    - Individual student members of the EC, covering the activities of the various subcommittees, Institute Standing Committees, Campus Editorial Board, Hostel representatives, SGB, SGB sub- Committees
    - This should be done twice every year, in the first weeks of December and April.
10. The Speaker shall be fully conversant with the Constitution, and shall, at the end of hisor her tenure, recommend a course of action to his her successor.

B. Deputy Speaker (DS)

a) The DS shall be nominated by the Speaker subject to ratification by the SGB. The DS is a Councilor who holds no other elected post outside the SGB. He or she shall be the Presiding Officer on the floor of the SGB in the absence of the Speaker.

b) Duties

1. When the Speaker is present
    - The DS shall assist the Speaker in all matters concerning the SGB
2. In the absence of the Speaker
    - The DS shall act as the Speaker
    - The DS shall appoint any other Councilor as Deputy

Note: The SGB shall elect an interim Speaker in the event of the absence of both the Speakerand the Deputy Speaker during any session.

5. Rules and Procedures in the SGB

All the SGB meetings shall be Regular Meetings unless declared Special Meetings.

A. Order of Transactions

a) The Speaker shall take items in the following order while conducting SGB meetings:
    1. Ratification of draft minutes if necessary
    2. Announcements
    3. Unfinished transactions

4. Reports of the Executives
5. New t transactions on the Agenda

6. Any item not on the Agenda with the support of one-third of the student floor strength of the SGB or at least 10% of the GSB.

b) The order of transactions may be modified by a simple majority of the SGB.

B. Frequency of SGB meetings

The interval between two successive meetings shall not exceed five weeks so as to makeup a minimum of three meetings a semester, starting from the day of enrolment. The meetingsshall be distributed evenly throughout the semester.

C. Convening of extraordinary SGB meetings

The Speaker shall convene Regular Meetings within a week of a requisition in writing by:

1. At least one-third the strength of SGB and with the presence of two Faculty Members or
2. At least a minimum of 10% of the existing strength of GSB and with the presence of two Faculty Members.

D. Quorum

a) The quorum for an RM of the SGB shall be half the current strength of the SGB

b) The quorum for any SM of the SGB shall be two-thirds of the current strength of the SGB

c) If the floor strength of a SGB meeting falls below the specified quorum during the meeting,any decision taken thereafter will not be valid.

E. Attendance

Whenever a Councilor expects to be away from the campus or be unavailable for a periodof ten days or more, the Councilor shall intimate the Speaker in writing, in advance. However, in cases of emergency, he or she should inform the Speaker in writing within five days of the commencement of his or her absence. If any Councilor fails to attend two consecutive meetings and/or a total of three meetings a semester without prior information and/or explanation, then the defaulter stands automatically expelled from the SGB.

A written explanation for absence from a SGB meeting shall normally be passed on to the Speaker within five days after the SGB meeting by the absentee. The Speaker shall read out the explanation in the next SGB meeting and the SGB may accept or reject the explanation bya simple majority. The Speaker shall notify in writing, the defaulter about the decision on expulsion within five days of the expulsion and inform the GSB through the minutes.

F. Presence of an individual of the GSB in the RM

Any member of the GSB can attend the RM.

G. Presence of the EC in the RM

The Student Executives shall attend all the SGB meetings but may absent themselves by informing to the Speaker. They will state the reasons to the Speaker in writing, who in turn will seek the approval of the SGB. In such an eventuality, the Executive should depute a member of the GSB (who is not a Councilor/EC member) to represent him or her on the floor of the SGB. The Executives shall be answerable to the GSB with regard to the non-attendanceof SGB meetings.

Note : An individual, a representative of a group of students, an Executive, or any other person who has been allowed to attend the RM, can put forth his/her views on the floor of the SGB.

H. Special Meeting (SM) of the SGB

a) No member of the GSB shall normally be permitted to attend the SM.
b) The Executive Council and the Faculty Members are free to attend the SM.
c) The Speaker may exclude any student from the SM in case discussion pertains to thatperson
d) A simple majority of the SGB shall decide whether the concerned student or any other students from the GSB may be permitted to attend the SM.
e) **SM convened in advance** – A simple majority of the floor strength of that shall decidewhether the next meeting should be a SM.
f) **SM convened during an RM** – A simple majority of the floor strength of the SGB shalldecide whether the rest of a session should be a SM.

I. Misbehavior on the floor of the SGB

In the event of misbehavior by any member of the SGB, the student Executives, the GSB, the CP during a session, the Speaker shall have the right to suspend the student from that session. Also, repeated misbehavior or two suspensions can lead to expulsion.

J. Motions in the SGB Meetings

Any motion can be moved only with the permission of the Speaker.

a) Adjournment Motion

1. An adjournment motion may be moved by any member of the SGB while the session is in progress.
2. The Speaker shall put the adjournment motion to vote immediately after proposal.
3. Adjournment motions shall be passed by a simple majority of the SGB.

b) Censure Motion

The censure motions can be passed against the Councilors, the Speaker, the student Executives and others accountable to the SGB.

1. A censure motion shall be submitted in writing to the Speaker at least two days in advance.
2. In case the Speaker is the defendant, he or she shall vacate the chair and the DS shall chairthe session. If the DS is the defendant, he shall vacate the chair and the Speaker shall appoint aCouncilor to act as the DS for the session.
3. All censure motions shall be duly proposed in writing and shall be seconded by at least one

Councilor in writing, this Councilor being other than the proposer

4. A censure motion may be discussed in the absence of the defendant.

5. No censure motion shall be put to vote unless the defendant has been given adequate opportunity to defend himself or herself before the SGB, and an adequate discussion has beenhad.

K. Overruling the decision of the Speaker.

Any decision of the Speaker can be overruled by a two-thirds majority of the floor strength of the SGB.

L. Final session of the SGB

The final session of the SGB for a particular year shall be a joint session of the old andthe new SGB s and ECs. The SGB and the EC completing their tenure through the Speaker present an account of the activities during their tenure, hand all records and charge, and shallsuggest a future course of action to their successors.

M. Tenure of the SGB

The term of office of the members of the SGB (including the Faculty Members), and the EC shall be one year. (Ref: Chap VII, 4 A d).

N. The Emergency Council (ECL)

a) The ECL shall be a sub-council of the SGB formed during the last meeting of the SGBbefore every vacation, to represent the SGB on issues which require immediate attention during the vacation.

b) The ECL shall consist of:

- The Speaker/DS as convener
- The GS or one other EC member nominated by the GS
- Five councilors representing diverse interests suggested by the Speaker and ratified bythe SGB.

c) The ECL is free to enlist the assistance of any students. However, these students shall haveno vote in the SGB and shall not be accountable to the SGB for the action of the EC.

d) The ECL shall consult the EC member concerned, regarding matters under the purview of a particular Executive.

e) The ECL is not empowered to take decisions on far reaching policy matters. The ECL shallgather information regarding all issues and forward its recommendations to the SGB. Such recommendations may or may not be ratified by the SGB.

f) The minutes of the ECL meetings shall not be made public unless and until they have been ratified by the SGB.

g) The members of the ECL should make themselves readily available so that an ECL meeting can be convened at short notice.

O. Emergency Meeting (EM) of the SGB during vacation

The speaker is empowered to convene an EM of the SGB during the vacation giving three weeks' notice, should the need for such a meeting arise, to discuss issues of far reaching importance.

P. Emergency Meeting of the SGB during a semester

The Speaker is empowered to convene an EM of the SGB during the semester with a minimum notice of 8 hours, if urgent matters arise. Alternatively, the speaker may proceed with the meeting upon approval from the faculty coordinators or the DSW office to address issues of significant importance.

Q. Finance Committee (FC)

The Primary aim of the Finance Committee is to manage the finances of the Students' General Body, and it shall control and supervise the expenditures incurred by the executive wings of the GSB. It shall report to the SGB of Finances and Accounts periodically, as prescribed by the SGB

1. It consists of **three** members including its Convener.
2. All members of FC will be SGB members and one of them will be elected as convener ofthe FC by the SGB.
3. The FC will function as a team, but for administrative convenience the responsibilitiescan be distributed.
4. Every FC Member will be an ex-officio member of the council/committee he is attachedto **and the convener FC shall be ex-officio member of all councils/ committees.**
5. Finance Committee will finalize the budget on the recommendation and requirements of various councils/committees and will present to the SGB for ratification.
6. In the budgets presented by the councils/committees, separate heads and allocation areto be made for various club activities, other major expenses and estimates of miscellaneous expenses.
7. If the SGB advises some changes in the budget of any council/committee the corresponding executive shall meet his council/committee members to modify thebudget proposal, which he or she will put to SGB for ratification.
8. The FC shall submit regular reports (at least once in three months) on the status of SGBfinance at the moment.
9. The finance committee will present its final report before the joint session of the SGB.This report must include :
   - **(a)** A balance sheet (of income /expenditure)
   - **(b)** Any exceptional expenditure
   - **(c)** Recommended action.
10. Written annual report of the treasurer, checked by the audit board, constituted by the DOS should

be circulated to the students.

CHAPTER IV

THE EXECUTIVE COUNCIL (EC)

1. Functions and Responsibilities

The student members of the EC shall function independently of one another and the SGB in the process of implementation and execution of student activities and GSB proposed policies if any.

2. Composition of the EC

The EC shall consist of DSW, Associate DSW, 4 faculty coordinators (2 for technical/curricular activities and 2 for co-curricular and extra-curricular activities) nominated by Director with the recommendation of Dean SW and the elected student members. The in charge of NCC, NSS and sports and the coordinating faculty of SGB will be ex-officio members of the EC.

The student Executives shall consist of:

- **A.** General Secretary (GS)
- **B.** UG Academic Activities Secretary (UGAS)
- **C.** PG Academic Activities Secretary (PGAS)
- **D.** The Finance Secretary (FS)
- **E.** Research Activities Secretary (RAS)
- **F.** Hostel Activities Secretary (HAS)
- **G.** Sports Activities Secretary (SAS)
- **H.** Cultural Activities Secretary (CAS)
- **I.** Science & Technology Activities Secretary (TAS)

3. Allocation of positions

<table>
<tr><th>Category Reservation (%)</th><th>Home/Non-home State Reservation (%)</th><th>Reservation (Number of seats)</th><th>Reservation for SEDG</th></tr>
<tr><td rowspan="2">Open [66.66%]</td><td>Home State [33.33%]</td><td>3</td><td rowspan="5">2 [25%]</td></tr>
<tr><td>Non-Home State [33.33%]</td><td>3</td></tr>
<tr><td rowspan="3">Female [33.34%]</td><td>Home State [16.67%]</td><td>1</td></tr>
<tr><td>Non-Home State [16.67%]</td><td>1</td></tr>
<tr><td>Open</td><td>1</td></tr>
<tr><td colspan="2">Total</td><td>9</td><td></td></tr>
</table>

4. Relation to the Councils

Every student Executive shall have a Council to assist him or her. Any such Council/Committee shall normally consist of councilors to help the student Executive and shall have the student Executive as the Chairman. The members of such Council shall be nominated by the respective student Executives as specified by the Constitution. However, the student Executive alone remain accountable for the satisfactory performance of functions in their domain.

Note: Each Council/Committee shall have a quorum of half the total strength.

5. Formulation of Policies

The student Executive along with the members of the Council/Committee under him or her can recommend policies regarding the matters under his or her purview. These policies, however,have to be ratified by the SGB to officially become the policy of the GSB.

6. The General Secretary (GS)

A. Functions and Responsibilities

The Gs shall co-ordinate the work of the other Executives.

The GS shall represent the GSB and shall handle matters in any area not under the purview ofother student Executives and shall liaise with the administration on all matters affecting the general student's welfare.

The GS shall be involved in projecting the image of the students of NIT Calicut to the public through the media highlighting the academic and professional achievements.

The GS shall be one of the student members of the hospital, transport, canteen, security andother such committees which may be formed for providing amenities to the students.

The GS shall assist the Deans in organizing lectures of general interest. The GS shall look after the interests of the weaker sections of the students.

The GS shall periodically report to the SGB regarding the functioning of the GSC.

B. General Secretary's Council (GSC)

Composition

The General Secretary's Council shall consist of:

1. representative from SGB
2. representative from the weaker sections of the students
3. 2 representatives from the GSB
4. Convener FC (ex-officio member)

These names shall be proposed by the GS and ratified by the SGB

a) Functions and Responsibilities

1. The GSC shall advise the GS on various matters pertaining to his or her domain and shallactively assist him or her in the performance of his or her duties.

2. The GSC shall meet at least twice a semester and the interval between two successivemeetings shall be at least 30 days.

3. An extraordinary meeting of the GSC for emergency situations can be called for by a signed requisition of at least four members of the GSC.

5. The UG and PG Academic Secretary (UGAS and PGAS)

A. Functions and Responsibilities

The UGAS and PGAS shall effectively represent the views of the Student Body on academic matters,especially those related to academic courses.

The UGAS and PGAS shall help individual students tackle their specific academic problems and shall takeup their problems with the respective authorities.

The UGAS and PGAS shall co-ordinate with the functioning of all the centralised facilities of an academicnature, such as the Library, the Computer Centre, the Placement Office, etc., and also with the RS in a manner that addresses the needs of the Student Body.

The UGAS and PGAS shall convey any suggestions or grievances made by the SGB or the members ofthe GSB regarding matters of an academic nature to the respective authorities, and shall strive to see that action is taken on the above.

The UGAS and PGAS shall be conversant with all the academic rules of the Institute.

The UGAS and PGAS shall periodically report to the SGB regarding the functioning of the AAC.

B. Academic Council (AC)

a) Composition: The AC shall consist of:

1 representative from each branch of the B.Tech program (i.e. all B.Tech Branch Councilors)

1 representative from the 1st year of the B.Tech program

1 representative from the M.Tech program1 representative from the M.B.A program

b) All members of the AC shall be SGB councilors.

c) The various official academic bodies of the Institute (Library Committee, Placement Committee, Board of Under graduate programmes, etc.) shall contain the AAS (or any othermember of the AC nominated by the AAS and ratified by the SGB) as a student representative.

d) The interval between successive meetings of the AAS shall not exceed 30 days.

e) An extraordinary meeting of the AC for emergency situations can be called for by asigned requisition of at least 4 members of the AAS.

f) The AC shall advise and assist the AAS members pertaining to his/her domain.However, its decisions are not binding on the AAS.

6. The Research Activities Secretary

A. Functions and Responsibilities

a) The RAS shall effectively represent the views of the research scholars on matters relatedto academic research.

b) The RAS shall address specific problems of the research scholars and shall take upthese problems with the respective authorities.

c) The RAS shall co-ordinate with the functioning of all the centralised facilities of an academic nature, such as the Library, the Computer Centre, the Placement Office, etc., andalso with the UGAS,PGAS in a manner that addresses the needs of the Student Body.

d)The RAS shall convey any suggestions or grievances made by the SGB or the members of the GSB regarding matters pertaining to research to the respective authorities, and shall striveto see that action is taken on the above.

e)The RAS shall be conversant with all the academic rules of the Institute.

f)The RAS shall periodically report to the SGB regarding the functioning of the RC.

B. Research Council (RC)

Composition: The RC shall consist of:

- 2 representatives from the M.tech. program
- 2 representatives from the PhD (Engineering program)
- 1 representative from the PhD (Sciences) program and MSc., M.Tech
- All members of the RC shall be SGB councilors.

The RC will aid the RS in addressing academic problems of common interest that arise inthe course of research. They may also help in organizing workshops, seminars and newsletters pertaining to subjects of research interest.

The interval between successive meetings of the RC shall not exceed 30 days.

An extraordinary meeting of the RC for emergency situations can be called for by a signed requisition of at least 3 members of the RC.

The RC shall advise and assist the RS members pertaining to his/her domain. However,its decisions are not binding on the RS.

7. The Hostel Activities Secretary (HAS)

A. Functions and Responsibilities

The HAS shall look after the issues regarding the maintenance of the hostels.

The HAS shall look after the common issues concerning all hostels, including the messes.

The HAS shall periodically report to the SGB regarding the Hostel activities.

B. Hostel Committees (HCs)

The HAS shall follow the guidelines specified by the hostel office.

8. The Sports Activities Secretary (SAS)

A. Functions and Responsibilities

The SAS shall look after the matters regarding the sports activities of the students.

The SAS shall, with the guidance of the Sports advisor, be responsible for the followingmatters:

1. Selection of Institute Teams
2. Coaching
3. Organizing inter-hostel, inter NIT and inter-university matches.

The SAS shall help the Institute Sports Advisor in maintaining an inventory of sportsequipment and shall consult him or her on sports activities.

The SAS shall prepare and present the statement of expenditure of special tournaments (eg: Monsoon Cup) to the respective CSAs and to the SGB.

The SAS shall be solely responsible for the decision to change schedules of inter-hostelmatches.

The SAS shall be responsible for the signing and submission of all bills and vouchers to the Sports Advisor.

The SAS shall report periodically to the SGB regarding the functioning of the CSAs.

B. Committees of Sports Activities (CSAs)

a) The CSAs shall assist the SS in discharging his or her duties.

b)The CSA – Institute will normally be responsible for Institute level activities. The CSAInter-hostel will be responsible for the inter-hostel sports activities.

c)Composition of the CSAs

1. **CSA – Institute**:
    - The SAS
    - The captains of the Institute teams
    - The student secretaries of the various Sports Clubs. Eg: Tennis Club, CricketClub, etc.
    - The Sports Advisor

d) The interval between 2 successive meetings of the CSA (Institute) shallnot exceed 30 days.

e) The CSA – Institute shall apprise the Sports Advisor regarding the purchase of sports equipment, and the sports activities

f) The accounts of all expenditure incurred in sports activities shall be presented in the nextCSA – Institute meeting.

C. Selection of Captains and sports Club Secretaries

The selection of the Institute Team Captains and the various sports Club Secretaries for the succeeding academic year shall be finalized in the final session of the CSA – Instituted during a particular academic year.

D. Selection of Institute teams

The captains of the Institute teams, in consultation with the faculty I/C of physical education and Coaches, shall be in charge of the selection of their respective teams. Theywill be required to give the seeding for the inter-hostel matches in their respective events.

E. Duties of Sports Club Secretaries

The Club Secretaries shall supervise the functioning of their respective approved clubswith the help of the concerned Faculty in charges.

9. The Cultural Activities Secretary (CAS)

A. Functions and Responsibilities

The specific events under the purview of the Cultural Secretary shall beLiterary & Debate, Elocution, Quizzes, Writing events, Musical events, Fine arts, Photography, Dramatics, etc. Other events not specifically mentioned above shall be managed by CAS or TS inconsultation with Staff Advisers.

The CAS together with the Staff Advisor (Cultural) and other members of the faculty shall organize the annual cultural festival of the Institute.

The CAS shall be responsible for the organization and conduct of inter-hostel cultural events.

The CAS shall present the annual budget for cultural to the SGB for its ratification.

The CAS shall call for selections and select coordinators from applicants based on criteria's defined by the SGB for respective events, and for the organization of other cultural events, and the names of these coordinators shall be made public. These nominations need not be ratified by SGB.

The CAS shall decide all matters concerning internal and external cultural events.

The CAS shall bring to the notice of the students body, information regarding the cultural festivals of other Institutions and shall be responsible for forming teams of students which will represent NIT Calicut in these festivals.

The CAS shall be responsible for the functioning & upkeep of Institute and equipments for the cultural activities.

B. Cultural Council (CC)

1. The aim of the Cultural Council is to organize and promote all cultural extra-curricular activities and any other duty assigned by the SGB
2. The Staff Advisor (Cultural) shall be an ex-officio member.
3. The Council shall consist of the CAS, the GS or his/her nominee, HAS or his /her nominee, Coordinators and Secretaries for different areas of Cultural activity, **Finance Convener (ex-officio) and one more member of the Finance Committee**.
4. The coordinators shall be responsible for the organization of all cultural programmers

whereas the secretaries shall promote club activities.

- The CC shall assist the CAS in discharging his or her duties.
- The CC shall decide all issues pertaining to the various inter-hostel arts events.
- The CC shall meet at least 3 times during a semester. These meetings shall be spread evenly.

The audited accounts for the expenditure incurred due to special cultural activities (e.g. Ragam) shall be presented by the CASs (old and or/new) to their respective Councils and tothe SGB (old and /or new).

10. The Science & Technology Activities Secretary (TAS)

A. Functions and Responsibilities

The specific events under the purview of TAS are: Technical events like workshops, lectures, seminars and any other technical eventconducted by departmental associations and technical clubs.

The TAS together with the Staff Advisor-Technical (preferably would also be the convener of Tathva) and other members of the faculty shall organize the annual technical festival of the Institute.

The TAS shall be responsible for the organization and conduct of inter-hostel technical events.

The TAS shall present the annual budget for technical activities to the SGB for its ratification.

The TAS shall call for selections and select coordinators from applicants based on criteria's defined by the SGB for respective events, and for the organization of other technical events, and the names of these coordinators shall be made public. These nominations need not be ratified by SGB.

The TAS shall decide all matters concerning internal and external technical events.

The TAS shall bring to the notice of the students body, information regarding the technical festivals of other Institutions and shall be responsible for forming teams of students which will represent NIT Calicut in these festivals.

The TAS shall be responsible for the functioning & upkeep of Institute and equipment's for the technical activities.

B. Science & Technology Council (STC)

a. The aim of the science and technology council is to organize and promote the scientific and technological activities and any other duty assigned by SGB.

b. The Staff Advisor (Technical) shall be an ex-officio member.

c. The TS shall be the chairman of the council and shall supervise and coordinate all its activities.

d. The council shall consist of TS, the GS or his nominee, coordinators and secretaries of various activities. Finance convener (ex-officio) and one more member of the finance committee and one nominee of HAC.

e. The coordinators shall be responsible for the organization and shall promote club activities. The STC shall assist to organize the technical activities organized by the student chapter of approved national and international professional societies such as, IEEE, ISTE, CSI, SSI etc approved by the director.

f. The STC shall decide all matters pertaining to the various inter-hostel technical events.

g. The STC shall meet at least 3 times during a semester. These meetings shall be spread evenly.

11. Every Executive shall make a report of his or her activities for the semester and submit it tothe Speaker, SGB when called for. (Ref: Chap III, 4 A (b), 9).

CHAPTER V

ELECTIONS, IMPEACHMENT AND REFERENDUM

1. A. The elections for the following posts shall normally be held and completed on or before the third Monday of September of every academic year. The new representatives shall take over after 14 days and within 21 days of completion of the following elections and the Dean – Students shall send a notice to all concerned regarding the take-over.

a. Branch Councilors from each branch of B. Tech
b. Day Scholars Councilor
c. Class Councilors from M. Tech
d. Class Councilors from Msc.
e. Class Councilors of MCA
f. Class Councilors from PhD Programme
g. All Hostel Represntatives.

Note:-. The Councilors elected above (a to f, and all Hostel Secretaries) shall be members of the new SGB. The Student Executive Committee consisting of the following shall be elected by the GBS.

h. The General Secretary
i. The UG Academic Activities Secretary
j. The PG Academic Activities Secretary
k. The Research Activities Secretary
l. The Hostel Activities Secretary
m. The Sports Activities Secretary
n. The Cultural Activities Secretary
o. The Science and Technology Activities Secretary
p. The Finance Secretary

B. The election of the Speaker, SGB shall be held within 10 days of the election of the above posts. The SGB Councilors elected above (a to f and all Hostel Secretaries) shall elect the Speaker.

C. The election for the following remaining posts shall normally be held and completed within the two six weeks of the SGB assumes charge.

1. Association Secretaries and executives
2. Club Secretaries and Executives

2. The Mode Voting

A. Ordinary System of Voting

Each voter gets one vote for a particular post and can cast it in favour of any one candidate. The candidate obtaining the highest number of votes shall be consideredelected.

3. Electoral Categories

The following categories of SGB shall be elected by the ordinary system of voting, sinceonly a single person may be elected to these posts:

a) B.Tech Branch/Year Councilors
b) B.Arch Councilors/year
c) M Tech. Branch Councilors
d) MBA Class Councilors /year
e) M.Sc. Councilors
f) PhD – one CouncilorOther Categories

The following EC members shall be elected by the ordinary system of voting with theelectorate as GSB

a) The General Secretary
b) The UG Academic Secretary
c) The PG Academic Secretary
d) The Hostel Secretary
e) The Research Secretary
f) The Sports Secretary
g) The Cultural Secretaries
h) The Science & Technical Secretary
i) The Finance Secretary

4. Qualifications and Electorate

A. The following qualifications hold for all posts:

All class councilors for each class /section will be directly elected from among students who are on the nominal roll of each class/section at the time of election. The contestant shall be an Indian citizen. The electoral roll shall be prepared from a list of students registered for the core courses for the first time. Students who are on academic probation shall have voting rights in class of highest semester in which they areundergoing a core course.

In case there is no nominations for Class Councilors for any class / section from among the eligible

students of that class/section the Dean Students in consultation with the concerned HOD will nominate the class councilor for that class /section from among the eligible students of that class on the day of election itself.

If any student is penalized by the Institute under any form of Disciplinary proceedings against contesting student elections or has been found guilty of examination malpractice, his/her candidature will be rejected. In case a student is disqualified from holding SGB posts or is found guilty of examination malpractice after winning elections or securing nomination, or even during the year in office, he will relinquish office immediately.

A candidate shall also be disqualified if he is found guilty of canvassing on lines of home state, religion, caste or any alliance thereof, or of espousing a cause that is detrimental to harmony in the student community, excellence of academic standards or progress of the Institute. Formation of “alliances” in any parochial lines is a serious offence.

Before deciding on a possible disqualification, the election officer shall consider complaints from students and faculty or take sue motu cognizance of misconduct by a candidate. A disqualified candidate may appeal to the DSW against disqualification through the Election Officer. The DSW decision shall be final and binding.

A candidate will be debarred from contesting election if he is found displaying posters and banners on walls, painting on roads, fixing nails on walls, pasting tapes on painted surfaces or disfiguring Institute facilities in any way.

For B.Tech/B.Arch students, the candidate must have a minimum CGPA of 6.5 out of 10 andshould have completed credits at the average rate specified by the senate.

For M.Tech. and Ph.D., the aspirant should have cleared satisfactorily all subjects with a CGPA of 6.5, which he or she has registered for, and should have received the scholarship amount un interruptedly (except for self supporting candidates) as evidence of having maintainedsatisfactory progress in their work/research

No person shall contest for more than one post concurrently.

No person can resign from a post to which he or she was elected and contest for another post inthe same year.

The candidate should stay as a student for whole one year for which he or she has been elected (Note: This qualification does not apply to the II M.Tech Branch Councilor)

In case of QIP and other sponsored candidates, permission of the sponsoring agency must beobtained for contesting any post.

The Hostel Council: All student residents who are not salaried employees of Institute who have aright to stay in the hostel, and who expect to have a minimum period of residence in the hostel oftwo academic semesters.

B. For the posts of the Hostel Council, the following will be eligible to contest:

1. All UG students residing in the hostel.
2. All PG students residing in the hostel and who will not absent themselves for morethan one month at a stretch during the vacation.
3. **Note:** These candidates must in addition, satisfy all requirements mentioned in 4 above.

C. The electorates for the various posts shall be as mentioned below:

Speaker SGB: The elected members of the SGB

The General Secretary: The GSB

The UG Academic Activities Secretary: The GSB

The PG Academic Activities Secretary: PG Students

The Research Activities Secretary: PhD Scholars

The Hostel Activities Secretary: The GSB

The Sports Activities Secretary: The GSB

The Cultural Activities Secretaries: The GSB

The Science and Technology Activities Secretary: The GSB

The Finance Secretary: The GSB

SGB Councilors: The members of the respective constituencies from which the SGB Councilorhas contested.

5. The Chief Election Officer (EO)

A. Appointment

The Election Officer shall be appointed by the Dean – Students. He or she shall be a Faculty member.

B. Duties and Responsibilities

a) The EO shall be responsible for the conduct of all elections prescribed in this constitution.
b) The EO shall ensure fair and free elections.
c) The EO shall announce the dates and times for the following:

1. Filing of nominations
2. Withdrawal of nominations
3. Complaints regarding nominations
4. Elections
5. Complaints regarding elections

d) The EO shall specify proceedings for filing and withdrawal of nominations.
e) The EO shall announce the list of valid nominations and the results of the elections tothe GSB.
f) The EO shall specify the guide lines for campaigning.

C. The EO shall be free to enlist the help of any person other than the member of GSB or their representatives to conduct the elections.

D. Grievances Committee (GC)

The GC shall consist of the EO, 2 faculty members nominated by Dean SW, two members from the existing SGB. It shall look into all the complaints regarding the conduct of the elections and take appropriate decisions. The decisions of this Committee shall be final.

Note: In the case of the Hostel Council elections, the Warden of the hostel shall be the EO.

6. Restrictions regarding campaign

A. The following restrictions apply to all the posts

1. No PA system shall be used for campaigning.
2. The candidates shall not provide any form of transport to the voters.
3. Only digital campaigning is allowed
4. No defacing by way drawing or writing or otherwise of the institute properties shall be permitted.
5. The campaigning shall end 48 hours before commencement of the election.

Note:

a) The candidature of any candidate will be cancelled if the candidate or his/her approved nominees found violating any of the above rules

b) A special election bulletin shall be brought out by the Dean – Students giving equal opportunities for all the candidates to project their plans explicitly.

c) Opportunity will be provided for candidates standing for the EC members to present their

program of action on a common platform.

7. Election Procedure

A. Minimum Intervals

1. Between announcement of the date of election and the last date for filing nominationsshall be 5 days.
2. Between the last date for filing of nominations and the last date for withdrawal ofnominations shall be 2 days.
3. Between announcement of valid nominations and complaints regarding nominations shallbe 2 days.
4. Between the last date for complaints regarding nominations and the date of election shallbe 5 days.

B. Announcement of valid nominations

a). For a nomination to be valid, the proposer and seconder must be from the electoratewhich votes for the particular post.

b). The list of candidates whose nominations are valid shall be published within due course of time as per schedule after the time given for the withdrawal of nominations.

c). Election to be conducted even if only one candidature with NOTA option

C. Polling Officers

a) Appointment: The EO will nominate the Polling Officers (Pos) in consultation with the Dean – Students to conduct the elections.

b) Duties and Responsibilities

1. The POs shall collect the sealed and empty ballot boxes and the list of voters in their respective booths from the EO and take to their pre-assigned polling booths.
2. They shall ensure free and fair elections in their respective polling booths.
3. They shall allow only one representative of each candidate to stay within the polling booth during the polling.
4. They shall take the sealed ballot boxes and deposit them with the EO immediatelyafter the polling is over.
5. They shall assist in the counting of votes.
6. They shall assist the EO when called for, in the conduct of a computerized system of election.

c) Counting of votes

1. A candidate has the right to be present during the counting of votes. If he or she cannot be present, he or she may nominate a representative to be present duringthe counting.

2. The counting of votes shall commence as soon as the polling is completed for all the posts.
3. The contestants shall be bound by the written and signed statement and actions ofthe persons authorized by them to be their representatives during the counting.

D. Results

1. The list of elected candidates shall be published by the EO as soon as the counting isover.
2. If no nominations received
3. If NOTA wins in the regular elections, re-election shall be conducted only once
4. If NOTA wins in re-election, Dean SW shall nominate a member to the vacant post in consultation with the other members of the EC

Note: The Election Officer can conduct electronic (computerized) voting and the results can be announced the same day of election if possible.

E. Complaints

All complaints regarding the election should be submitted to the Grievances Committee (GC) within 24 hours of the declaration of the results.

The GC shall take any action it deems fit as regards the complaints received by it.

The GC shall be answerable to the SGB for actions taken by it regarding the complaints.

F. Tie

At a time specified by the EO between the announcement of the final list of nominations and the date of the election, all the candidates for the concerned posts shall meet the EO and state their consensus regarding the method to be adopted for resolving a tie in writing. If no consensus is received by the EO during the time specified, the EO shall decide an appropriate method for the resolution on a tie.

8. Re-elections

A. Speaker, Deputy Speaker of the SGB

a) If the Speaker or the DS of the SGB resigns or is impeached, and hence or otherwise thepost falls vacant, a new Speaker/DS shall be elected/appointed in the next session of theSGB
b) If the Speaker's post falls vacant, the DS shall discharge the duties of the Speaker in the intervening period. He or she shall co-ordinate the election of the new Speaker by the intervening of the SGB.
c) If the post of the DS falls vacant the Speaker shall appoint a Councilor as DS.
d) If both the Speaker and the DS vacate their posts concurrently due to any reason whatsoever,

then one of the members of the EC (decided by a consensus of the EC) shallimmediately:

- Function as the Speaker until a new Speaker is elected in the next session of the SBG, and
- Nominate any member of the SGB to function as the DS until a new DS is appointed inthe next session of the SGB

B. Members of the EC

If any of the member of the EC resigns or is impeached, and hence or otherwise the post falls vacant, re-election for the same post shall be held and completed as per the procedure mentioned in Articles 5, 6 and 7 of this chapter. After November 1st the Dean – Students shall nominate a member to the vacant post in consultation with the other memberof the EC and the Speaker, SGB.

C. SGB Councilors

a) Re-election to any Councilor's post, after the SGB has attained the full possible strength,shall be held only if the strength of the SGB falls below 30, or if all posts in any one constituency become vacant within 20 days of such an event.
b) The Speaker shall call for nominations from the respective electorate and shall conductthe election.
c) If the Hostel General Secretary resigns or is impeached from SGB, there shall be no re-election. (Ref: Chap V, 3I).

Members of the Hostel Council

The Chief Warden shall call for nominations for any post falling vacant in the HC.

The Chief Warden shall conduct the election within a fortnight of the day on which the postfalls vacant.

In case of a dispute concerning the hostel elections, the matter will be referred to the GC referred to in Article 5E of this chapter. The Chairman Council of Wardens (CCW) and the General Secretary will be co-opted into the GC, provided the CCW is not the Warden of theconcerned hostel.

Staff Advisors (Cultural Adviser and Technical Adviser)

The Dean – Students shall nominate two new Faculty members directly or from a panel of names suggested by SGB if needed.

9. Impeachment

A. Initiation

Any impeachment proceedings can be initiated by one third members of the SGB or one-fourth of the total strength of the electorate for a particular post or half of the members of EC.

Note: Only one-third of the total strength of the hostel can initiate impeachmentproceedings against a member of the HC.

B. Procedure

The Speaker shall conduct the impeachment proceedings against any Councilors, members of the EC, or the DS within one week of the receipt of the memorandum.

Note: In the case of the HC members, the Chair person (Council of Wardens) shall conduct impeachmentproceedings within one week of receipt of the request for impeachment.

Debate: The Speaker/The Chair person (Council of Wardens) shall call for a meeting of the electorate within72 hours of the receipt of a valid impeachment notice. Opportunities will be given for therepresentatives of the signatories of the impeachment as well as the person against whom the impeachment is initiated to present their sides of the case.

If an impeachment is initiated against the Speaker, the DS shall conduct the impeachment proceedings within one week of the receipt of request for impeachment.

C. A person shall be considered impeached if two-thirds of the respective electorate cast their votes and a two-third majority of these vote in favour of the impeachment.

D. For impeachment of student members of the InstituteStanding Committees, the electorate shall be the SGB.

E. For impeachment of editors of the Editorial Boards of the CP, the electorate shall bethe GSB.

10. Referendum

A. a) **Initiation:** A referendum shall be initiated by the Speaker only if more than half the total strength of SGB or EC or more than one-fifth the total strength of the GSB asks for it through a signed memorandum addressed to the Speaker.

b) **Procedure:** The Speaker shall conduct a referendum with in 72 hours of receipt of the memorandum.

c) A referendum shall be considered valid if and only if more than half the total councilorsof SGB cast their vote and a motion shall be considered as passed only if a simple majority of these vote in favour of the motion.

Note: In a semester only one referendum shall be moved. ?

B. Referendum for hostels

a) A referendum shall be initiated by the Chief Warden only if more than one-fourth of thetotal strength of the hostel asks for it through a signed memorandum addressed to the Chief Warden.

b) The Chief Warden shall conduct a referendum within 72 hours of receipt of the memorandum.

c) A referendum shall be considered valid if and only if more than two-thirds of the totalstrength of the hostel cast their vote, and a motion shall be accepted as passed by the ChiefWarden only if a simple majority votes in favour of the motion.

Note: In a semester only one referendum shall be moved.

CHAPTER VI

AMENDMENTS TO THE CONSTITUTION

1. A. There shall be no amendments to any particular clause of the Constitution for 2 years fromthe date of its approval from the Director, NIT Calicut.

B. **Amendments after this period**

a. **Initiated by the GSB:** An amendment to any clause of this Constitution can be initiated if more than one-fourth of the total strength of the GSB seeks it through a signed memorandum addressed to the DSW. The DSW shall take final decision. The DSW may seek the opinion of GSB through the Speaker if needed.

b. **Initiated by the SGB:** An amendment to any clause of this Constitution can be initiated if more than half the total strength of SGB and two faculty members seeks it through a signed memorandum addressed to the DSW. The DSW shall take final decision. The DSW may seek the opinion of GSB through the Speaker if needed.

c. **Initiated by a Faculty members of SGB /EC:** A Faculty member of SGB/EC who wishes to amend any clause of this Constitution shall put forward his proposal to the Dean – Students in writing. The DSW shall take final decision. The DSW may seek the opinion of GSB through the Speaker if needed.

2. **Amendment Procedure**

A. The Speaker shall inform the GSB of the amendment 72 hours of the receipt of the signed memorandum, and shall request the GSB to give their opinions/suggestions, if any, on the proposed amendment within one week.

B. The Speaker shall convene a RM of the SGB within 3 weeks of the date of receipt of thesigned memorandum, in order to discuss the proposed amendment.

C. a) In the case of a memorandum initiated by the GSB, the Speaker shall conduct a referendum within 7 days of the discussion on the proposed amendment, after stating thefinal version(s) of the amendment to the GSB.

b) The referendum shall be considered valid if and only if at least one-third of the GSB voteon it.

c) The proposed amendment shall be put forward to the through DSW only if a simple majority votesin favour of it.

d) The DSW shall take final decision and shall forward to the Director for approval

3. **Amendments to this chapter** (Chapter VIII) of the Constitution can only be made on asigned requisition initiated by the GSB. (Read Clause 1 B(a) above)

4. **NOTE TO STUDENTS**

Notwithstanding any of the provisions of any of the above clauses of this Chapter, amendments to this Constitution shall come into force only after the Director, NIT Calicut approves the amendments.